

Test Coordinator Confidentiality Agreement

The ACT High School Assessments AGREEMENT TO MAINTAIN CONFIDENTIALITY

The ACT High School Assessments are secure, proprietary test instruments with components copyrighted by the ACT Inc. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments.

I hereby agree that I will not disclose to any person, any materials (such as, but not limited to: test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research/report data) related to the ACT High School Assessments.

I acknowledge that I will have access to the secure assessment. I also acknowledge that I have read, understand, and agree to adhere to the Wisconsin Testing Code of Ethics and the ACT High School Assessment Test Security Policies. The ACT High School Test Security Policies are available in the Test Security sections of the ACT Test Administration Manual, WorkKeys Test Administration Manuals, ACT ASPIRE Test Coordinator Manual and the ACT ASPIRE Room Supervisor Manual. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understood the Test Security Manual and the Accessibility Guides for the ACT and ACT ASPIRE.
2. I will read the ACT and the WorkKeys Test Administration Manuals, and the ACT ASPIRE Test Coordinator Manual and the Room Supervisor Manual, use the ACT High School Assessment testing resources and follow the appropriate testing procedures.
3. I have read and understood the ACT Prohibited Behavior at the Test Center and the ACT Calculator Policy.
4. I will train appropriate district staff and school assessment coordinators on test administration and test security procedures.
5. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
6. I will not use test items or any of the information contained in the assessment to review/prepare students for a test.
7. I will not allow any unauthorized person to access the test materials.
8. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will monitor test administrators/proctors and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
11. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, and breach of contract, consequences may include invalidation of student test results, civil legal liability for copyright violations, and district level disciplinary action.
12. I understand the importance of student privacy and ensure that any reference to Wisconsin Student Numbers (WSNs) is kept secure.

Signature	Date
Name	Title
District (and School if appropriate) Name	